

United States Department of Agriculture



Natural Resources Conservation Service  
Programs Staff  
655 Parfet Street, Room E200C  
Lakewood, Colorado 80215

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VIA ELECTRONIC MAIL

**COLORADO BULLETIN NO.:** CO-120-06-02

April 17, 2006

**SUBJECT:** ADS – Locking File Cabinets

**TO:** All Area Conservationists

**PURPOSE:** Compliance with National Regulations to have locking file cabinets for files containing Social Security Numbers.

**EXPIRATION DATE:** September 30, 2006

National Regulations require each office to have locking file cabinets for any files containing Social Security numbers. The State office would like to insure that each office has enough functional, locking file cabinets to secure this information.

Research all offices in your Area to insure they have sufficient locking cabinets or have extra locking cabinets for redistribution. If you have file cabinets that need to be re-keyed or repaired, this would be a less expensive alternative to purchasing new cabinets. Once you have compiled an inventory, please determine where you can move cabinets and which offices will need additional cabinets to meet this regulation.

Provide a list by **May 19, 2006**, close of business, to Patti Keller, 720-544-2829 or [patti.phillips-keller@co.usda.gov](mailto:patti.phillips-keller@co.usda.gov) at the State office by each Area with the requested information on the attached document.

A handwritten signature in dark ink, reading "Edward M. Biggers, Jr.", is displayed on a light-colored rectangular background.

EDWARD BIGGERS  
Acting State Conservationist

Attachment

DIST: E

## INVENTORY – LOCKING FILE CABINETS

AREA OFFICE: \_\_\_\_\_

- Sufficient quantity on hand? \_\_\_\_\_

Offices: \_\_\_\_\_

- Extra file cabinets: \_\_\_\_\_

Office: \_\_\_\_\_ How many: \_\_\_\_\_

- Need \_\_\_\_\_ additional four drawer cabinet (s)

Office: \_\_\_\_\_ How many: \_\_\_\_\_

- Have \_\_\_\_\_ cabinets that need repairs.

Office: \_\_\_\_\_ Repairs needed: \_\_\_\_\_